

Steven Shireman

13757 Ivanhoe Street • Thornton • CO 80602
Home (303) 882-4714 • steve_shireman@yahoo.com

SUMMARY

More than 15 years experience in administrative leadership, project management, business planning, operational design, and risk prevention in the industries of information technologies and corporate security. Demonstrated record of success in facilities operation and organizational strategies. Proven ability to analyze levels of security operations, including conducting risk assessments to the overall enterprise and key stakeholders and partners. Keen ability to manage implementation of complex operations. Superior leadership abilities and experience managing project teams to success. Skilled at coaching, training, and forging successful partnerships with internal and external stakeholders.

JOB TARGET

A position in management allowing me to leverage my background and experience in domestic and international security operations, business development, including P&L management, strategic positioning and planning.

CAREER ACHIEVEMENTS

Showed superior transformative leadership skills by identifying and implementing 37 opportunities for efficiency savings at Ball Aerospace in 2009, resulting in an operational savings of \$400,000 in one calendar year. In the process led Ball Aerospace from an unsatisfactory rating from the U.S. Department of Defense to a satisfactory rating. Earned top secret security clearance from the Department of Defense -- a testament to my character, trustworthiness, honesty, and financial and emotional stability.

PRINCIPAL ABILITIES

Proven ability to motivate and direct people. Strong problem-solving skills with a keen attention to detail and an ability to adapt to changing priorities and situations. Strong business background with executive leadership skills allowing me to easily adapt to challenging executive roles in a variety of fields. Proven collaborator, communicator and business visionary.

EMPLOYMENT EXPERIENCE

SkyWest Airlines • Denver, Colo. • 2013 to 2014

Ramp Agent

Provide safety and security for parked aircraft while communicating with flight operations. Assist in loading and unloading baggage. Direct arriving and departing aircraft to and away from gate. Operate and maintain ground and gate equipment.

Ball Aerospace Corporation • Broomfield, Colo. • 2010 to 2012

Industrial Security Representative

Directed execution of daily operational security, including development of standard operating procedures. Led security education and awareness training, including administration of briefings and debriefings. Conducted investigations for security infractions and violations. Provided security escort for dignitaries.

Ball Aerospace Corporation • Broomfield, Colo. • 2009 to 2010

Program Security Manager

Managed staff of 13 security personnel for a defense contractor. Managed development and administration of 40 security programs and procedures for handling classified or proprietary materials, documents, and equipment. Coordinated security requirements in certain aspects of employee recruitment, selection, training, and performance. Managed preparation of security manuals, including defining regulations and requirements. Established procedures for handling and storing classified records. Managed Information Security Program to protect all networks, servers, work stations, and electronic media.

JT3 LLC • Las Vegas, N.V. • 2002 to 2009

Information System Security Manager/ Deputy Facility Security Officer

Wrote security policy to include SOP's SSP's and training policies. Performed audits on Advanced Information Systems. Delivered classified material to key stakeholders. Provided security escort for dignitaries. Supervised staff of six Access Control Officers for JT3. In this key administrative role I led the administration and execution of key briefings, including certain foreign travel discussions. Served as Project Manager for JT3 facility remodeling project.

EG&G Homeland Security • Las Vegas, N.V. • 2004 to 2005

Administrator

Managed evaluation of first-responder, anti-terrorism training drills for EG&G. Drills were key components of U.S. anti-terrorism strategy. EG&G was previously known as Edgerton, Germeshausen and Grier, a U.S. defense contractor and provider of management and technical services.

EG&G Special Projects • Las Vegas, N.V. • 2002 to 2004

Access Control Officer

Provided armed security. Monitored multi-video surveillance cameras and alarms. Screened all personnel entering and exiting facility. Performed interior and exterior facilities checks.

Dimensions Family Church • Tulsa, Okla. • 2001 to 2002

Executive Security Officer

Managed security detail for Bishop Carlton Pearson and his family. Managed staff of 15 security officers; also organized and implemented command center for Azusa Conferences.

EDUCATION AND TRAINING

University of Phoenix • Denver • 2013

Master of Business Administration

University of Phoenix • 2006

Bachelor of Science, Criminal Justice Administration

TRAINING CERTIFICATES

- Fundamentals of Leadership, Ball Aerospace Corporation, 2010
- Advanced Information System Security, ManTech .2006
- Facility Security Officer Program Management, U.S. Department of Defense, 2005